



Safety Topic of the Month

Personal Electronic Devices Cell Phone use and Hand Held Radios

6/4/08

Technology makes our lives a lot easier!

Did you know that Richmond Refinery has regulations for how widely we can use our personal electronic devices in plant locations and while we work in the Refinery?

This Safety Topic of the Month covers:

- What we consider personal electronic devices
- Where you can use them
- Our permitting requirements
- And clarification of policy regarding use of hand held radios while operating a motor vehicle.

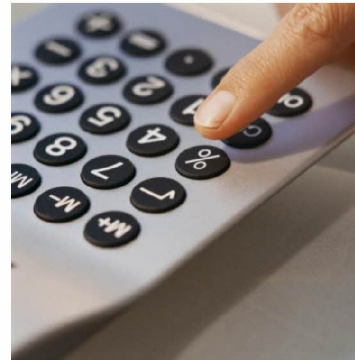


Personal Electronic Devices include the following:



Sealed Hand Held Devices:

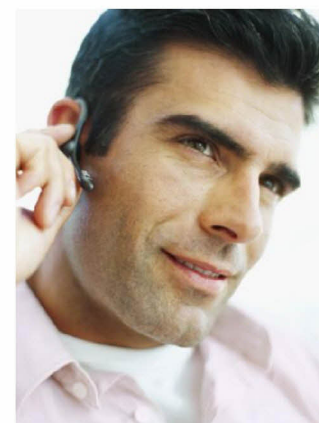
1. Cameras with a sealed flash feature
2. Electrical and electronic testing equipment
3. Inspection Equipment
4. Vibration analyzers,
5. VOC analyzers,
6. Boroscopes
7. Strobe lights
8. Calculators, etc.



Personal Electronic Devices (cont.):

Portable Communication Devices:

1. Two-way Radios
2. Cell Phones
3. Headset Communication Devices
4. Pagers
5. Mobile e-mail devices,
6. Other low-voltage battery operated devices.



Richmond Refinery Instructions Control of Entry into Process Areas (RI – 375)



Richmond Refinery requires persons entering a plant location to list all personal electronic devices they intend to take into a plant on the sign in log sheet so the HO or their delegate can approve or not approve their use.

[For a complete review of RI-375 click here](#)

Sign in is required before and after leaving a plant location. Appendix 1



RICHMOND REFINERY INSTRUCTIONS

*PROCESS SAFETY MANAGEMENT

APPENDIX I CONTROL OF ENTRY INTO PROCESS AREAS

(a) CONTROL OF PLANT ENTRY AND EXIT SIGNATURE LOG

Date	Name of Entrant (Print)	Company (if Contractor) and Chevron Company Rep. name	Plant and Area to Visit	Emergency Action Plan reviewed?	List all personal electronic devices (b)	Checked in & out with HO/ Delegate and hazards explained?	Time In	Time Out

This is where you are required
to list all personal electronic
devices.

Cell Phone
Camera
Headset, etc.

Personal Electronic Devices considered potential ignition sources



To the best of our knowledge, there have been no incidents in Chevron or our industry in which battery powered tools or communications devices were verified as the ignition source for fires in a refinery or similar facility.

This statement assumes that potential ignition sources will not be knowingly introduced into areas where flammable vapors are known to exist. These areas are classified as Class I, Division 1 –

Most refinery plant locations where flammable vapors are not normally present, but could be under abnormal operating conditions are Class 1, Division 2 areas. Potential ignition sources may be used in these areas if proper permitting and/ or approval procedures are followed ([Click here for RI-341-2.9](#)).



Guidance on Ignition Sources and Users.

Ignition Source users have been divided into two categories:

Categories of Users:

1. **Operations, maintenance, emergency responders and other designated personnel** whose normal and emergency job duties could potentially expose them to flammable vapors and who would not be evacuated from process areas in emergencies. (RI-341.4.5.3)
2. **All other people** whose job duties do not include those above and who would be evacuated from process areas in emergency situations.

Ignition sources have been grouped into four different categories:



Ignition Source Type	For O&M and ERT	All Other People
1. Open Flames and known incentive spark producers (RI-341.2.6.1)	Hot work permit process	
2. Non-Open flame ignition sources such as: Vehicles, Generators, Welding machines, lab analyzers, power tools with rotary motors, computers, and laptops (RI-341.2.6.2 & 2.7.1)	General Work Permits, ignition source permits or equivalent controls that include gas testing	

Ignition sources have been grouped into four different categories: (cont.)



Ignition Source Type	For O&M and ERT	All Other People
3. Sealed Handheld battery powered tools such as: Cameras, inspection equipment, VOC emissions analyzers, Strobe lights, electrical test equipment, boroscopes, strobe lights. (RI-341 2.7.2 & 4.5.2)	Notification of operations through General Work Permit, Ignition Source Permit, area check-in process, or equivalent. (The intent is that there will always be a face-to-face communication between users of this equipment and Operations prior to entering a unit)	

Ignition sources have been grouped into four different categories: (cont.)



Ignition Source Type	For O&M and ERT	All Other People
4. Portable Communications Equipment such as: Radios Cell phones, Headset communication devices, Pagers, Mobile email devices (RI-341.2.8)	Intrinsically safe communications equipment is strongly recommended for this group of users	Notification of operations through General Work Permit, Ignition Source Permit, are check-in process, or equivalent. (The intent is that there will always be a face-to-face communication between users of this equipment and Operations prior to entering a unit)



Cell Phone Use and Plant Radios

In July 2008, a new California law goes into effect, banning motorists from holding cell phones while driving. A minimum \$20 fine for anyone caught driving will be imposed unless the driver uses a headset, ear bud or other technology that frees both hands.

[The Richmond Refinery Communication Device Policy has been recently updated: Use of Communication Devices while Driving](#)